

EFFECTIVE DATE:	October 1, 2006
REVISION DATE:	June 16, 2006
SUBJECT:	DELEGATE AGENCY BUDGET PROCEDURES

I. PURPOSE

To establish a uniform process for Delegate Agencies to prepare and submit budgets and budget revisions to the Department of Community Initiatives (DCI).

II. RESPONSIBILITY

Delegate Agencies

- All Delegate Agencies shall ensure that the proper procedure for preparing and submitting budgets and budget revisions are followed.
- Prior to execution of Delegate Agency Contracts, all Delegate Agencies are required to provide their Program Monitor with a Line Item Budget Detail which corresponds to the Program Budget and the Total Agency Budget that are a part of the contract.
- All Delegate Agencies that are in need of revisions to the Line Item Budget Detail or the Program Budget, are required to submit revisions to their Program Monitor for approval by the City.

Program Monitor

- It is the responsibility of the Program Monitor to notify their assigned Delegate Agencies / subcontractors regarding this directive.
- Program Monitor is the DCI employee that is the first point of contact for the Delegate Agency. The Program Monitor is assigned the responsibility of ensuring that all contract and DCI administrative and reporting requirements are met.
- The Program Monitor is responsible for collecting budgets and budget revisions from the Delegate Agencies, reviewing them to ensure that expenditures are appropriate based on the Executive Summary and Balanced Scorecard Performance Plan, then providing Budgets and Budget Revisions to the Fiscal Monitor for review and approval.
- Program Monitor is responsible for explaining to the Delegate Agency why budgets and budget revisions are not approved if the reason is programmatic.

Fiscal Monitor

- It is the responsibility of the Fiscal Monitor to review Delegate Agency Budgets and Budget Revisions to ensure that expenditures are appropriate and allowable and that the line item budget detail matches the contracted amounts.
- It is the responsibility of the DCI Fiscal Monitor to provide technical assistance to their assigned Delegate Agencies regarding all fiscal aspects of the contract.
- Fiscal Monitor is responsible for explaining to the Delegate Agency why budgets and budget revisions are not approved if the reason is fiscal. Fiscal Monitor should also notify the Program Monitor when budgets and budget revisions are not approved by Fiscal.

Fiscal Planning Manager

- The Fiscal Planning Manager, or designee, is responsible for approving Delegate Agency Budgets and Budget Revisions.
- The Fiscal Planning Manager has the authority to make exceptions to this directive on a case-by-case basis.

III. REFERENCE

Delegate Agency Contract

SUBMITTING INITIAL BUDGETS TO THE CITY (DCI)

Delegate Agencies shall submit, to their Program Monitor, the Total Agency Budget, the Program Budget and a signed Line Item Budget Detail using the Budget Forms (attached to this directive).

Steps are as follows:

Step 1: Delegate Agency prepares all budget forms, signs the Line Item Budget Detail and submits all forms to the Program Monitor by the deadline set by the Program Monitor.

Step 2: Program Monitor collects budgets from the Delegate Agencies, reviews them to ensure that expenditures are appropriate based on the Executive Summary and Balanced Scorecard Performance Plan, then provides Budgets and Budget Revisions to the Fiscal Monitor for review and approval.

Step 3: Fiscal Monitor reviews Delegate Agency Budgets to ensure that expenditures are appropriate and allowable and that the budget detail matches the contracted amounts. Fiscal Monitor initials Program Budget and Line Item Budget Detail and submits them to Fiscal Planning Manager or his designee for approval. If

changes are needed to the Budget Forms, Fiscal Monitor should coordinate changes with the Delegate Agency and notify the Program Monitor of any changes made by providing the Program Monitor with a copy of the changes or the revised budget.

Step 4: Fiscal Planning Manager, or designee, approves Delegate Agency Budgets by initialing Program Budget and signing Line Item Budget Detail, then returns a copy of the signed Line Item Budget Detail to the Program Monitor and the Fiscal Monitor.

Step 5: Program Monitor provides a copy of the signed Line Item Budget Detail to the Delegate Agency.

IV. SUBMITTING BUDGET REVISIONS TO THE CITY (DCI)

Budget Revisions may only be made during the term of the contract.

Delegate Agencies that desire revisions to the Specific Program Budget shall submit, to their Program Monitor, a letter requesting budget revision (sample attached) and the revised Specific Program Budget and Specific Program Budget Detail (signed and dated).

Delegate Agencies that desire revisions only to the Specific Program Budget Detail shall submit, to their Program Monitor, the budget revision form (sample attached).

Steps are as follows:

Step 1: Delegate Agency prepares a letter requesting a budget revision. Delegate Agency also prepares necessary budget forms, signs the Line Item Budget Detail and submits all forms and the letter to the Program Monitor.

Step 2: Program Monitor collects the letter and the budget revision from the Delegate Agencies, reviews them to ensure that expenditures are appropriate based on the Executive Summary and Balanced Scorecard Performance Plan, then completes the Budget Revision Checklist and provides the letter and Budget Revision and Budget Revision Checklist to the Division Manager for review and approval.

Step 3: The Division Manager approves or disapproves of budget revision.

Step 4: The Program Monitor provides the agency letter, Budget Revision memo and the Budget Revision to the Fiscal Monitor for review and approval. NOTE: If a revision to the Program Budget that is in the contract is requested, the Program Monitor shall request an amendment from the Contract Services Section. **If the**

revision is only to the Line Item Budget Detail and the Program Budget in the contract will remain unchanged, no amendment to the contract is necessary.

Step 5: Fiscal Monitor reviews Delegate Agency Budget revisions to ensure that expenditures are appropriate and allowable and that the budget detail matches the contracted amounts. Fiscal Monitor signs Program Budget (if applicable) and initials Line Item Budget Detail and submits them to Fiscal Planning Manager or s designee for approval.

Step 6: Fiscal Planning Manager, or designee, approves Delegate Agency Budgets by signing Program Budget (if applicable) and signing Line Item Budget Detail, then returns the original of the Program Budget (if applicable) and/or a copy of the signed Line Item Budget Detail to the Program Monitor.

Step 7: Program Monitor gets agency to sign the amendment (if changes are being made to the Program Budget) and provides a copy of the signed Line Item Budget Detail to the Delegate Agency. **If there is no change made to the Program Budget, the process is complete at this step.**

Step 8: If an amendment is done as a result of changes to the Program Budget, Program Monitor completes a contract amendment memo and sends the memo, signed amendment (2 originals) and approved Program Budget (2 originals or copies) to the Contract Services Section.

Step 9: Contract Services Section reviews contract amendment packet and routes for execution. After execution, the Contract Services Section provides the Program Monitor with one original of the amendment and its attached Program Budget and sends the other original as well as the memos to the City Clerk for record retention.

Step 10: Contract Services Section provides one original of the fully executed amendment packet to the Program Monitor and a copy to fiscal.

Step 11: Program Monitor provides Delegate Agency with an original of the contract amendment and its attached Program Budget and keeps a copy for the Program Monitor's Contract Notebook File.

NOTE: Some budget revisions require ordinance approval.

The Fiscal Planning Manager has the authority to make exceptions to this directive on a case-by-case basis.

The City reserves the right to reject Budgets and disallow payments to any Delegate Agency that fails to provide appropriate documentation for its budget.

VI Distribution of this Department Directive

The respective Division Program Monitor will make a copy of this Directive available to all Delegate Agencies.

Any questions regarding the content of this Directive should be referred to the Department of Community Initiatives' Fiscal Planning Manager.

XI. ATTACHMENT(s)

Sample Letter requesting budget revisions
Budget Revision Checklist
Budget Forms – General Fund and CCDS
Budget Forms – SHP
Budget Forms – ESG
Budget Forms – HOPWA
Budget Revision Form


Dennis J. Campa

Director
Department of Community Initiatives

6/19/06
Date Signed

SAMPLE LETTER TO REQUEST BUDGET REVISIONS

THIS LETTER SHOULD BE PUT ON AGENCY LETTERHEAD STATIONARY AND PROVIDED DIRECTLY TO THE PROGRAM MONITOR

Date

Dennis J Campa, Director
Department of Community Initiatives
115 Plaza de Armas, Ste 210
San Antonio, TX 78205

Dear Mr. Campa,

Our Agency, under its Delegate Agency Contract Number (INSERT CONTRACT NUMBER FROM FRONT PAGE OF CONTRACT) for the (NAME OF PROGRAM) is requesting budget revision to change the following line items: (INSERT DESCRIPTION OF THE LINE ITEMS FOR WHICH THE FUNDS WILL BE MOVED OUT OF AND INTO)

This revision is being requested because (PROVIDE JUSTIFICATION FOR THE NEED FOR A BUDGET REVISION...SIMPLY NOT BEING ABLE TO SPEND ALL THE MONEY IS NOT A SUFFICIENT JUSTIFICATION).

This form may be modified are enhanced based on the need of the Agency.

Sincerely,

NAME OF SIGNATORY
NAME OF AGENCY

City of San Antonio
General Fund and CCDS Budget Forms
INSTRUCTIONS

The budget forms contains 3 worksheets to be completed.

Move from sheet to sheet by clicking on the tabs at the bottom of the screen.

When you get ready to print these forms, be sure to print "entire workbook"

The following sheets must be completed.

- 1 Total Agency Budget
- 2 Program Budget
- 3 Line Item Budget Detail

All expenses on the Line Item Budget Detail Form must be validated by providing detailed information on how you arrived at the total.

Totals and percents of totals will automatically calculate. However, please ensure that totals are accurate because these formulas will sometimes become corrupted following download and data entry.

The TOTAL AGENCY BUDGET and PROGRAM BUDGET will become a part of the contract. The LINE ITEM BUDGET DETAIL is an administrative budget as required by the contract and will be kept on file by the Program Monitor and Fiscal Monitor. Delegate Agencies should keep a copy of the approved LINE ITEM DETAIL.

Attachment II

TOTAL AGENCY BUDGET

AGENCY NAME:

REVENUES & EXPENDITURES	Actual Revenue FY 2004	Actual Expenditure FY 2004	Actual Revenue FY 2005	Actual Expenditure FY 2005	Projected Revenue FY2006	Proposed Revenue FY2007
1. City of San Antonio (COSA)						
2. Local Government (other than COSA)						
3. State Government						
4. Federal Government						
5. United Way						
6. Foundation Grants						
7. Donation						
8. Other (list)						
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL AGENCY ADMINISTRATIVE COST ALLOCATION*					
		%		%	

*Administrative cost allocations are to be reported on the total agency's budget.

Administrative cost allocations should match the agency's Audit and/or IRS 990

NOTE: Funding from the City will be limited to not more 50% of the total agency revenues and expenditures.
This total agency revenue will be calculated based on this page, not on the program budget.

PROGRAM BUDGET

Program Title:

* Identify all other costs of the program, which are NOT requested to be funded by the City of San Antonio on this page only.

Approved	_____	_____
	Program Monitor Signature	Date
Approved	_____	_____
	Fiscal Monitor Signature	Date
Approved	_____	_____
	Fiscal Planning Manager Signature	Date

LINE ITEM BUDGET DETAIL

Agency Name:

Program Title:

All expenses on the Program Budget Detail Form must be validated by providing detailed information on how you arrived at the total. Detail should be provided ON THIS FORM. You may add lines where necessary.

Personnel Services Schedule

Position Title	Weekly Salary	% Budgeted to the City	Number of Weeks	Total Cost to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

Personnel Services

				Total Cost to City
5103005	FICA (7.65% of Total Salaries)			
5105010	Retirement (description & % paid by Employer)			
5104030	Health Insurance			
5103010	Life Insurance			
5402520	Worker's Compensation (required when salaries are budgeted)			
5402550	Unemployment Insurance			
			Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)				\$0

LINE ITEM BUDGET DETAIL

Contractual Services

		Total Cost to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities	
5205020	Rental of Office Equipment	
5207010	Travel Official (provide location and description of expected out-of-town travel)	
5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .485 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

		Total Cost to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food for participants	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

LINE ITEM BUDGET DETAIL

Fixed Charges

		Total Cost to City
5403010	Communications (includes ADP charges)	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

Capital Outlay

		Total Cost to City
5501000	Computer Equipment	
5501055	Machinery and Equipment - Other	
5501065	Furniture and Fixtures	
Total Capital Outlay		\$0

Total Program Budget \$0

City of San Antonio, Department of Community Initiatives
HOPWA Delegate Agency Budget Forms
INSTRUCTIONS

The budget forms contains 3 worksheets to be completed.

Move from sheet to sheet by clicking on the tabs at the bottom of the screen.

When you get ready to print these forms, be sure to print "entire workbook"

The following sheets must be completed.

- 1 Total Agency Budget
- 2 Program Budget
- 3 Line Item Budget Detail

All expenses on the Line Item Budget Detail Form must be validated by providing detailed information on how you arrived at the total.

Totals and percents of totals will automatically calculate. However, please ensure that totals are accurate because these formulas will sometimes become corrupted following download and data entry.

The TOTAL AGENCY BUDGET and PROGRAM BUDGET will become a part of the contract. The LINE ITEM BUDGET DETAIL is an administrative budget as required by the contract and will be kept on file by the Program Monitor and Fiscal Monitor. Delegate Agencies should keep a copy of the approved LINE ITEM DETAIL.

IMPORTANT NOTE:

When you get ready to print these forms, be sure to print "entire workbook"

Attachment II BUDGET

TOTAL AGENCY BUDGET

AGENCY NAME:

REVENUES & EXPENDITURES	Actual Revenue FY 2004	Actual Expenditure FY 2004	Actual Revenue FY 2005	Actual Expenditure FY 2005	Projected Revenue FY2006	Proposed Revenue FY2007
1. City of San Antonio (COSA)						
2. Local Government (other than COSA)						
3. State Government						
4. Federal Government						
5. United Way						
6. Foundation Grants						
7. Donation						
8. Other (list)						
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL AGENCY ADMINISTRATIVE COST ALLOCATION*

	%		%		%
--	---	--	---	--	---

*Administrative cost allocations are to be reported on the total agency's budget.

Administrative cost allocations should match the agency's Audit and/or IRS 990

NOTE: Funding from the City will be limited to not more 50% of the total agency revenues and expenditures.

This total agency revenue will be calculated based on this page, not on the program budget.

Attachment II

Program Budget

20__ Housing Opportunities for Persons With AIDS - HOPWA

Agency Name:

Program Title:

Categories	HOPWA Funding
Facility - base Housing including:	0
Tenant-Based Rental Assistance	0
Short-term Rent, Mortgage, and Utility Payments	0
Supportive Services	0
Technical Assistance/Resource Identification	0
Housing Information	0
Administration	0
TOTALS	0

This section reserved for DCI use only.

Approved _____
Program Monitor Signature

Date

Approved _____
Fiscal Monitor Signature

Date

Approved _____
Fiscal Planning Manager Signature

Date

LINE ITEM BUDGET DETAIL

Agency Name:

Program Title:

Signature of Authorized Agency Representative

Signature of Department of Community Initiatives

Date Submitted

Date Approved

Facility - Based Housing

		Total Cost Proposed to City
	Acquisition	
	Rehabilitation	
	New Construction	
	Operating cost	
	Lease	
	Project-based rental assistance	
	Technical assistance (SRO & Community Residences Only)	
Total Facility -Based Housing		0

Tenant-Based Rental Assistance

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time In Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

LINE ITEM BUDGET DETAIL

Personnel Services

			Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)		
5105010	Retirement (description & % paid by Employee & Employer)		
5104030	Health Insurance		
5103010	Life Insurance		
5402520	Worker's Compensation (required when salaries are budgeted)		
5402550	Unemployment Insurance		
		Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)			\$0

** Attach job descriptions for all personnel positions that are included in the budget.

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	
5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	

LINE ITEM BUDGET DETAIL

5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

TOTAL TENANT BASED RENTAL ASSISTANCE	\$0
---	------------

LINE ITEM BUDGET DETAIL

Short-term Rent, Mortgage and Utility Payments

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time In Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

Personnel Services

			Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)		
5105010	Retirement (description & % paid by Employee & Employer)		
5104030	Health Insurance		
5103010	Life Insurance		
5402520	Worker's Compensation (required when salaries are budgeted)		
5402550	Unemployment Insurance		
		Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)			\$0

** Attach job descriptions for all personnel positions that are included in the budget.

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	
5201025	Education	

LINE ITEM BUDGET DETAIL

5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

LINE ITEM BUDGET DETAIL

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

TOTAL SHORT TERM RENT, MORTGAGE & UTILITY PAYMENTS	\$0
--	-----

Supportive Services

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time In Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

Personnel Services

		Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)	
5105010	Retirement (description & % paid by Employee & Employer)	
5104030	Health Insurance	
5103010	Life Insurance	
5402520	Worker's Compensation (required when salaries are budgeted)	
5402550	Unemployment Insurance	
	Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)		\$0

LINE ITEM BUDGET DETAIL

** Attach job descriptions for all personnel positions that are included in the budget.

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	
5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

LINE ITEM BUDGET DETAIL

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

SUPPORTIVE SERVICES	\$0
---------------------	-----

Technical Assistance/Resource Identification

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time in Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

LINE ITEM BUDGET DETAIL

Personnel Services

		Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)	
5105010	Retirement (description & % paid by Employee & Employer)	
5104030	Health Insurance	
5103010	Life Insurance	
5402520	Worker's Compensation (required when salaries are budgeted)	
5402550	Unemployment Insurance	
	Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)		\$0

** Attach job descriptions for all personnel positions that are included in the budget.

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	
5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	

LINE ITEM BUDGET DETAIL

5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

Total Technical Assistance/Resource Identification	\$0
--	-----

Housing Information

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time in Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0

LINE ITEM BUDGET DETAIL

				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010		\$0		\$0

Personnel Services

		Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)	
5105010	Retirement (description & % paid by Employee & Employer)	
5104030	Health Insurance	
5103010	Life Insurance	
5402520	Worker's Compensation (required when salaries are budgeted)	
5402550	Unemployment Insurance	
	Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)		\$0

**** Attach job descriptions for all personnel positions that are included in the budget.**

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	
5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

LINE ITEM BUDGET DETAIL

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

TOTAL HOUSING INFORMATION

\$0

LINE ITEM BUDGET DETAIL

Administration

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time in Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

Personnel Services

			Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)		
5105010	Retirement (description & % paid by Employee & Employer)		
5104030	Health Insurance		
5103010	Life Insurance		
5402520	Worker's Compensation (required when salaries are budgeted)		
5402550	Unemployment Insurance		
		Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)			\$0

** Attach job descriptions for all personnel positions that are included in the budget.

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	

LINE ITEM BUDGET DETAIL

5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	

LINE ITEM BUDGET DETAIL

Total Other Expenditures		\$0
---------------------------------	--	------------

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

ADMINISTRATION		\$0
-----------------------	--	------------

Total Program Budget \$0

City of San Antonio, Department of Community Initiatives
ESG Delegate Agency Budget Forms
INSTRUCTIONS

The budget forms contains 3 worksheets to be completed.

Move from sheet to sheet by clicking on the tabs at the bottom of the screen.

When you get ready to print these forms, be sure to print "entire workbook"

The following sheets must be completed.

- 1 Total Agency Budget
- 2 Program Budget
- 3 Line Item Budget Detail

All expenses on the Line Item Budget Detail Form must be validated by providing detailed information on how you arrived at the total.

Totals and percents of totals will automatically calculate. However, please ensure that totals are accurate because these formulas will sometimes become corrupted following download and data entry.

The TOTAL AGENCY BUDGET and PROGRAM BUDGET will become a part of the contract. The LINE ITEM BUDGET DETAIL is an administrative budget as required by the contract and will be kept on file by the Program Monitor and Fiscal Monitor. Delegate Agencies should keep a copy of the approved LINE ITEM DETAIL.

IMPORTANT NOTE:

When you get ready to print these forms, be sure to print "entire workbook"

Attachment II BUDGET

TOTAL AGENCY BUDGET

AGENCY NAME:

REVENUES & EXPENDITURES	Actual Revenue FY 2004	Actual Expenditure FY 2004	Actual Revenue FY 2005	Actual Expenditure FY 2005	Projected Revenue FY2006	Proposed Revenue FY2007
1. City of San Antonio (COSA)						
2. Local Government (other than COSA)						
3. State Government						
4. Federal Government						
5. United Way						
6. Foundation Grants						
7. Donation						
8. Other (list)						
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL AGENCY ADMINISTRATIVE COST ALLOCATION*					
	%		%		%

*Administrative cost allocations are to be reported on the total agency's budget.
 Administrative cost allocations should match the agency's Audit and/or IRS 990

NOTE: Funding from the City will be limited to not more 50% of the total agency revenues and expenditures.
 This total agency revenue will be calculated based on this page, not on the program budget.

Attachment II
Program Budget
20__ Emergency Shelter Grant (ESG)

Agency Name:

Program Title:

Categories	ESG Funding	Agency Match	Total Budget
Rehabilitation	\$0		\$0
Essential Services	\$0	-	-
Operational Cost	\$0	-	-
Homeless Prevention Activities	\$0	-	-
Administration	\$0	-	-
TOTALS	\$0	-	-

Agency is required to provide 1:1 match for Emergency Shelter Grant Allocations

This section reserved for DCI use only.	
Approved _____ Program Monitor Signature	_____ Date
Approved _____ Fiscal Monitor Signature	_____ Date
Approved _____ Fiscal Planning Manager Signature	_____ Date

LINE ITEM BUDGET DETAIL

Agency Name:

Program Title:

Signature of Authorized Agency Representative

Signature of Department of Community Initiatives

Date Submitted

Date Approved

Rehabilitation

		Total Cost Proposed to City
	Renovation	
	Major Renova	
	New Construction	
	Operating cost	
	Lease	
	Project-based rental assistance	
	Technical assistance (SRO & Community Residences Only)	
Total Facility -Based Housing		0

Essential Services

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time In Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

Personnel Services

LINE ITEM BUDGET DETAIL

		Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)	
5105010	Retirement (description & % paid by Employee & Employer)	
5104030	Health Insurance	
5103010	Life Insurance	
5402520	Worker's Compensation (required when salaries are budgeted)	
5402550	Unemployment Insurance	
	Fringe Subtotal	0
	Total Personal Services (Salaries & Fringe Benefits)	\$0

** Attach job descriptions for all personnel positions that are included in the budget.

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	
5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
	Total Contractual Services	\$0

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	

LINE ITEM BUDGET DETAIL

5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

TOTAL ESSENTIAL SERVICES

\$0

Operational Cost

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time in Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0

LINE ITEM BUDGET DETAIL

				0
				0
				0
				0
				0
				0
Total Salaries 5101010		\$0		\$0

Personnel Services

		Total Cost Proposed to City	
5103005	FICA (7.65% of Total Salaries)		
5105010	Retirement (description & % paid by Employee & Employer)		
5104030	Health Insurance		
5103010	Life Insurance		
5402520	Worker's Compensation (required when salaries are budgeted)		
5402550	Unemployment Insurance		
		Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)			\$0

** Attach job descriptions for all personnel positions that are included in the budget.

Contractual Services

		Total Cost Proposed to City	
5205010	Mail and Parcel Post Service		
5206010	Rental of Facilities (itemize)		
5205020	Rental of Office Equipment		
5207010	Travel Official (listed expected out-of-town travel)		
5201025	Education		
5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*		
5205050	Freight and Storage		
5204010	Linen and Laundry Service		
5204050	Maintenance and Repair - Buildings and Improvements		
5204080	Maintenance and Repair - Machinery and Equipment		
5208530	Alarm and Security Services		
5201040	Fees to Professional Contractors (itemize)		
5203040	Advertising and Publication		
5203050	Membership Dues and Licenses (itemize)		
5203060	Binding, Printing and Reproduction		
5203070	Subscriptions to Publications (itemize)		
Total Contractual Services			\$0

LINE ITEM BUDGET DETAIL

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

TOTAL OPERATIONAL COST

\$0

LINE ITEM BUDGET DETAIL
Homeless Prevention Activities

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time in Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

Personnel Services

		Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)	
5105010	Retirement (description & % paid by Employee & Employer)	
5104030	Health Insurance	
5103010	Life Insurance	
5402520	Worker's Compensation (required when salaries are budgeted)	
5402550	Unemployment Insurance	
	Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)		\$0

** Attach job descriptions for all personnel positions that are included in the budget.

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	
5201025	Education	

LINE ITEM BUDGET DETAIL

5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

LINE ITEM BUDGET DETAIL

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

TOTAL HOMELESS PREVENTION ACTIVITIES	\$0
--------------------------------------	-----

Administration

Personnel Services Schedule

Position Title	Bi-weekly Salary	% of Time in Program	No. of Pay Periods	Total Cost Proposed to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

Personnel Services

		Total Cost Proposed to City
5103005	FICA (7.65% of Total Salaries)	
5105010	Retirement (description & % paid by Employee & Employer)	
5104030	Health Insurance	
5103010	Life Insurance	
5402520	Worker's Compensation (required when salaries are budgeted)	
5402550	Unemployment Insurance	
	Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)		\$0

** Attach job descriptions for all personnel positions that are included in the budget.

LINE ITEM BUDGET DETAIL

Contractual Services

		Total Cost Proposed to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities (itemize)	
5205020	Rental of Office Equipment	
5207010	Travel Official (listed expected out-of-town travel)	
5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .405 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors (itemize)	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses (itemize)	
5203060	Binding, Printing and Reproduction	
5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

		Total Cost Proposed to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

LINE ITEM BUDGET DETAIL

		Total Cost Proposed to City
5403010	Communications	
5404530	Gas and Electricity	
5404540	Water	
5405030	Liability, Hazard, Fidelity Insurance (itemize)	
5407020	Direct Welfare Payments (to Participants - itemize by type, i.e. rental, medical, education, etc...)	
Total Other Expenditures		\$0

Capital Outlay

		Total Cost Proposed to City
5501000	Computer Equipment (itemize)	
5501055	Machinery and Equipment - Other (itemize)	
5501065	Furniture and Fixtures (itemize)	
Total Capital Outlay		\$0

TOTAL ADMINISTRATION		\$0
-----------------------------	--	------------

Total Program Budget \$0

City of San Antonio
SHP Budget Forms
INSTRUCTIONS

The budget forms contains 8 worksheets to be completed.

Move from sheet to sheet by clicking on the tabs at the bottom of the screen.

When you get ready to print these forms, be sure to print "entire workbook"

The following sheets must be completed.

- 1 Program Budget
- 2 Line Item Budget Detail
- 3 Personnel Services
- 4 Personnel Schedule
- 5 Contractual Services
- 6 Commodities
- 7 Fixed Charges
- 8 Capital Outlay

All expenses on the Line Item Budget Detail Form must be validated by providing detailed information on how you arrived at the total.

Totals and percents of totals will automatically calculate. However, please ensure that totals are accurate because these formulas will sometimes become corrupted following download and data entry.

The PROGRAM BUDGET will become a part of the contract. The LINE ITEM BUDGET DETAIL and all other worksheets are administrative budgets as required by the contract and will be kept on file by the Program Monitor and Fiscal Monitor. Delegate Agencies should keep a copy of the approved LINE ITEM DETAIL and all other worksheets.

PROGRAM BUDGET
20__ Supportive Housing Program - SHP

AGENCY NAME:

PROGRAM NAME:

TERM OF CONTRACT:

Categories	SHP Funding	Agency Match	Total Budget
Acquisition and Rehabilitation	-	-	-
New Construction	-	-	-
Leasing	-	-	-
Supportive Services	-	-	-
Operating Costs	-	-	-
Project Administrative Costs	-	-	-
TOTALS	-	-	-

This section reserved for DCI use only.

Internal Order # _____

Purchase Order # _____

Approved _____

Approved _____

Approved _____

Program Monitor Signature _____

Fiscal Monitor Signature _____

Fiscal Planning Manager Signature _____

Date _____

Date _____

Date _____

CITY OF SAN ANTONIO
 LINE ITEM BUDGET DETAIL
 20__ Supportive Housing Program - SHP

Agency Name:

Program Name:

COST ALLOCATION SUMMARY

COST CATEGORY			SHP FUNDING			TOTAL SHP FUNDING
			YEAR 1	YEAR 2	YEAR 3	YEAR 1+2+3
5100000 PERSONAL SERVICES	(ADMIN)					\$ -
	(OP)					
	(SS)					\$ -
5200000 CONTRACTUAL SERVICES	(ADMIN)					
	(OP)					\$ -
	(SS)					\$ -
	(LS)					
5300000 COMMODITIES	(ADMIN)					
	(OP)					\$ -
	(SS)					\$ -
5400000 FIXED CHARGES	(ADMIN)					
	(OP)					\$ -
	(SS)					\$ -
5500000 CAPITAL OUTLAY	(ADMIN)					
	(OP)					\$ -
	(SS)					\$ -
	(A)					
	(C)					
	(Rehab)					
CATEGORY TOTALS	(ADMIN)	-	-	-	-	\$ -
	(OP)	-	-	-	-	\$ -
	(SS)	-	-	-	-	\$ -
	(LS)	-				
	(Rehab)					
	(A)					
	(C)					
TOTALS			\$ -	\$ -	\$ -	\$ -

CITY OF SAN ANTONIO
FUNDING BUDGET
Supportive Housing Program - SHP

DETAILED EXPENDITURE CLASSIFICATION
YEAR 20____

5100000 - PERSONNEL SERVICES							
		SHP - Operating		SHP - Supportive Services		SHP - Administrative	TOTAL SHP FUNDING
		SHP FUNDING	OTHER FUNDING (Share)	SHP FUNDING	OTHER FUNDING (Match)	SHP FUNDING	
5101010	Salaries (Details on Personnel Schedule)						0
5103005	FICA & Medicare Expense						0
5103010	Life Insurance						0
5405040	Health Insurance						0
5105010	Retirement Expense						0
5405020	Worker's Comp						0
5405050	Unemployment Insurance						0
5103055	Car Expense Allowance						
5103065	Education						
5103080	Cell Phone Expense Allowance						
TOTALS		(OP)		(SS)	-	(ADMIN)	\$ -

CITY OF SAN ANTONIO
FUNDING BUDGET
Supportive Housing Program - SHP

DETAILED EXPENDITURE CLASSIFICATION
YEAR 20 ____

5100000 PERSONNEL SCHEDULE									
Position Title - Name (% Program Time)	Pay-Period Type *	Pay Rate	No. of Pay Periods	SHP - Operating		SHP - Supportive Services		SHP - Administrative	
				SHP FUNDING	OTHER FUNDING (Share)	SHP FUNDING	OTHER FUNDING (Match)	SHP FUNDING	TOTAL SHP FUNDING
TOTALS				(OP)		(SS)		(ADMIN)	\$

* Pay Period type: weekly, bi-weekly, etc.

CITY OF SAN ANTONIO
FUNDING BUDGET
Supportive Housing Program - SHP

DETAILED EXPENDITURE CLASSIFICATION
YEAR 20__

52090000 - CONTRACTUAL SERVICES								
		SHP Leasing FUNDING	SHP - Operating		SHP - Supportive Services		SHP - Administrative SHP FUNDING	TOTAL SHP FUNDING
			SHP FUNDING	OTHER FUNDING (Share)	SHP FUNDING	OTHER FUNDING (Match)		
5201025	Education							-
5201044	Garbage Collection Expense							-
5201150	Advertising Expenses							-
5202020	Contractual Services							-
5203010	Inspection Fees							-
5203050	Membership Dues and Licenses							-
5203060	Binding Printing and Reproduction							-
5205010	Mail & Parcel Post							-
5203070	Subscriptions to Publication							-
5204010	Linen and Laundry Services							-
5204050	Main and Repair Building & Improve							-
5204060	Cleaning Services							-
5204080	Main and Repair Mach & Equip.							-
5205010	Mail and Parcel Post							-
5205020	Rental of Office Equipment							-
5205050	Freight and Storage							-
5206010	Rental of Facilities							-
5207010	Travel - Official							-
5208530	Alarm and Securitiy Services							-
TOTALS		(LS)	(OP)	-	(SS)	-	(ADMIN)	5

CITY OF SAN ANTONIO
FUNDING BUDGET
Supportive Housing Program - SHP

DETAILED EXPENDITURE CLASSIFICATION
YEAR 20__

5300000 - COMMODITIES							
		SHP - Operating		SHP - Supportive Services		SHP - Administrative	TOTAL SHP FUNDING
		SHP FUNDING	OTHER FUNDING (Share)	SHP FUNDING	OTHER FUNDING (Match)	SHP FUNDING	
5301010	Main and Repair Build & Improve						-
5301030	Main and Repair Mach & Equip.						-
5302010	Office Supplies						-
5303010	Janitorial Supplies						-
5304005	Clothing and Linen Supplies						-
5304010	Food						-
5304040	Chemicals and Medical and Drugs						-
5304050	Photographic Supplies						-
5304050	Tools Apparatus and Accessories						-
5304065	Library Materials						-
5304070	Recreation Supplies						-
5304075	Computer Software						-
5304080	Other Commodities						-
							-
							-
							-
							-
							-
							-
							-
							-
TOTALS		(OP) -	-	(SS) -	-	(ADMIN) -	\$ -

DETAILED EXPENDITURE CLASSIFICATION
YEAR 20__

Fixed Charges

DETAILED EXPENDITURE CLASSIFICATION
YEAR 20__

5500000 - CAPITAL OUTLAY									
		SHP Acqu/Constr/Rehab		SHP - Operating		SHP - Supportive Services		SHP - Administrative	TOTAL SHP FUNDING
		SHP Funding	Other Funding (Match)	SHP FUNDING	OTHER FUNDING (Share)	SHP FUNDING	OTHER FUNDING (Match)	SHP FUNDING	
5501000	Computer Equipment (itemize)								
5501055	Mach and Equipment								
5501065	Furniture & Fixtures								
	Acquisition (A)								
	Construction (C)								
	Rehabilitation (Rehab)								
TOTALS				(OP) -	-	(SS) -	-	(ADMIN) -	\$ -